



**CITY OF NEWPORT BEACH
HUMAN RESOURCES DEPARTMENT
Terri L. Cassidy, J.D., Director**

DATE: October 10, 2011
TO: All Employees Waiving Health Benefits
FROM: Terri L. Cassidy, Human Resources Director
SUBJ.: Notice on Waiving Health Benefits

During the City's annual Open Enrollment period (October 10, 2011 - November 4, 2011), employees have the option to elect health benefits through the City or to "opt out" of health benefits for the following plan year. If you choose to "opt out", you may receive the appropriate cafeteria or "opt out" allowance as defined in your Memorandum of Understanding (MOU) or work rules/benefits document.

If you are waiving health insurance for the plan year 2012, it is mandatory that you provide evidence of alternative group medical coverage as well as a signed Waiver of Benefits and Release Agreement (attached) by December 16, 2011.

Your proof of alternative group health coverage must reflect that you will be covered or that you have elected health benefits that will be in effect for the plan year January 1, 2012 – December 31, 2012. Letters indicating current coverage only will not be accepted.

It is your obligation to ensure that proof of coverage is received in the Human Resources Department no later than **December 16, 2011**. Failure to return proof of coverage for 2012 will result in automatic enrollment in the least expensive medical plan for employee only coverage effective January 1, 2012. Exceptions to the deadline will be granted with the approval of the Human Resources Director or Administrator.

If you have questions or concerns please contact the Human Resources Department at extension 3256.

cc: Lauren Farley, Human Resources/Risk Management Administrator
Sheri Anderson, Human Resources Supervisor